

**CONFIDENTIAL**

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OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

17 April 1974

1. Homecoming Day. Plans for the Homecoming Day on 11 May 1974 are being completed. Letters have gone to those who retired in fiscal years 71, 72 and 73, with a few selective additions or deletions. We will pass along additional data as we get it.

2. Executive Dining Room. You have been advised of certain changes to take place in the management of the Executive Dining Room. The Admin Officer of O/DCI will work out a new procedure for reimbursement of official entertainment there. We will advise you as soon as the new system is approved.

4. Parking. The Office of Security has announced that the period of courtesy warnings has ended, and the parking regulations will now be enforced. We should like to remind you that replacement of lost or stolen reserved permits will be neither automatic nor prompt. It will take two weeks or more. Consequently, you should warn all employees to lock their cars and be careful not to drop the permits into the heater or airconditioning slots. We have issued the few lane permits we withheld. This means that the lane parking areas are now overissued by 10 percent. However, a survey by Logistics between 10:15 and 10:45 last Wednesday showed that our lanes were 25 percent vacant. This obviously means that a significant number of employees with lane permits have also made other arrangements. Please try to be sure that these permits are not being held by car pool members who just use them on days when they prefer to ride alone. Please also remind them that, now that we are overissued, they must go to West Lot if their designated lane is filled.

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5. Notification to Finance When NOC'ers are in Headquarters Area. The Area Divisions are requested to notify the Compensation and Tax Division, Special Payroll Operations Branch and Covert Tax Staff when any NOC'er is in the Headquarters area before, during, or after home leave, and especially when he is scheduled to return to his post abroad. Some components have been doing this, but Finance would like to be notified in every case in order to review that case and to determine whether to arrange a meeting to resolve problems or questions pertaining to payroll and/or covert tax matters.

6. Retirement. We expect to send a book cable to all stations o/a 25 April to advise them of the probability of a cost-of-living increase for retirees and give appropriate guidance. Also, is coordinating a book cable to advise them of policy concerning voluntary/involuntary retirement. Last year there was considerable discussion of the sick leave exclusion for disability retirees. IRS has now reversed its earlier position, and disability retirees may claim the sick pay exclusion through age 70. The Office of Personnel previously alerted all retirees who might be affected by this.

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